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Office Memorandum • UNITED STATES GOVERNMENT *158-4025*

TO : Executive Officer

DATE: 13 July 1955

FROM : Chief, Instructional Services Branch

SUBJECT: Weekly Activity Report No. 28
6 - 12 July 1955I. SIGNIFICANT ITEMS

None

II. OTHER ACTIVITIES

1. Training Aids Completed During Week:

a. BS/BOC: Completed revised OO Display of 3 panels; repaired 4 exhibits; 5 miscellaneous cards.

b. OTR/ISB: Six Training Catalog Schedules.

c. OPS/CPW: One chart.

d. BS/MGMT: Basic Supervision Course. 1 chart.

2. Audio Aids Section/ISB will be supporting the production of a presentation film by MPB/SS for TSS, on 26-28 July. AAS will supply camera crew and equipment working under [] direction. LO will furnish a sound technician.

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3. []

This item was requested by [] Location was unknown, and author's name was erroneous. Author was finally found to be on [] staff. [] has been informed that a memo to [] is necessary stating the specific reasons for need of the paper.

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4. Economic Conditions in Southeast Asia - Bibliography. [] Twenty-eight items have been selected and annotated in accordance with instructions received from the requestor. 35 hours.

5. Red Interpreter (Supplement): 408 stencils have been forwarded to PSD/LO for the processing of 300 copies; estimated completion date has not been scheduled.

6. [] Study Guide: instructor/MTB has returned rough drafts of approximately 10 chapters to be retyped; estimated completion date for all first drafts is Friday, 15 July or Monday, 18 July; original and one copy of 7 chapters have been typed as of this date. Draft will be submitted to P&PS through C/OPS School.

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7. Hydrographic Symbol Book: four sections of this manual compiled by the Map Training Officer have been received from the Reproduction Division and distributed to the [] unit. Four additional sections are ready for printing.

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8. Attendance at Foreign Language Films:

<u>Date</u>	<u>Language</u>	<u>Attendance</u>
7/6/55	Italian	[]
7/7/55	Russian	
7/12/55	French	

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9. Films for []

- a. No retention prints due
- b. Twenty-seven loan films due
- c. Two loan films sent

10. No lesson plans have been received.

11. Overseas requests received - 1.

12. Tapes: []
Chief, AF/OS has requested transcription of these tapes by 22 July.

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13. Personnel Information:

a. [] is continuing to report for duty in the Supply Division/IO (half days).

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c. []
are on temporary field assignments for periods of 30 to 60 days.

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d. [] is on annual leave.

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